



## American Consulate General, Chennai

October 18, 2012

### **Vacancy Announcement Number: CHE-PSAP-2012-11**

**OPEN TO:** All Interested Candidates

**POSITION:** Cultural Affairs Assistant (710006)

**OPENING DATE:** October 18, 2012

**CLOSING DATE:** November 5, 2012

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident (NOR) - Grade: FP-06  
Ordinarily Resident (OR) - Grade: FSN-08\*

\*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (see **Definitions**) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

American Consulate General, Chennai, is seeking an individual for the position of Cultural Affairs Assistant in Public Affairs section.

Applicants must apply on U.S. Mission's Universal Application for Employment (UAE) form and specify the vacancy announcement number. Applications not completed on UAE form, or without reference to a specific vacancy number will not be considered. Only completed forms will be considered. (Refer to application procedure below)

**Only applicants who are selected for skills test/interview will be contacted.**

## **BASIC FUNCTION OF POSITION**

The Cultural Affairs Assistant for Alumni Outreach and Programs is responsible for promoting greater contact with and cooperation among alumni of USG-sponsored educational, cultural and professional exchange programs for the jurisdiction of the U.S. Consulate General.

The goal is to increase involvement of alumni and related Mission contacts in areas where they can promote USG goals. The incumbent accomplishes this goal by: developing and implementing an alumni outreach strategy; organizing sophisticated and creative events and programs for countrywide alumni audiences; integrating alumni into all Mission programs; preparing and disseminating news and information of general interest to alumni; managing Bureau of Education and Cultural Affairs (ECA) funded alumni grants; maintaining various alumni-related databases that interfaces with the ECA Alumni Archive; creating/maintaining country and/or program communities on State Alumni; contributing content to this website and coordinating the promotion of the State Alumni website among the different alumni audiences throughout the consular district. The incumbent will work closely with the Exchanges Coordinator and the Countrywide Alumni Coordinator in Delhi.

The Cultural Affairs Assistant for Alumni Outreach and Programs will also serve as the Grant's Officer Representative (GOR), to administer and provide oversight to alumni grants awarded to Consular district-based Indian alumni by Post and by ECA's Office of Alumni Affairs. This program provides small grants (typically \$10,000 to \$15,000 each) to alumni to help support programs of their own design that involve community service, help foster closer relations among the alumni or facilitate professional development

## **QUALIFICATIONS REQUIRED:**

- A university degree in the social sciences, liberal arts, business, education, international relations is required.
- Two years of work experience at an embassy, university, institute, NGO or comparable institution with progressively responsible experience in programming activities.
- Required language proficiency:
  - English: level IV (fluency) in speaking; level IV in reading; level IV in writing.
  - Hindi or any south Indian language: level IV in speaking; level IV in reading; level IV in writing.

(When applying for the position, please indicate your level of proficiency in the languages).

- Must be intimately familiar with India's government, business, education, cultural and NGO sectors; as well as issues at the local, Consular District level.
- Must have the skills and abilities to provide sophisticated programming and outreach activities for a diverse audience of alumni that both advances mission priorities and helps to strengthen the alumni's understanding of American policies, values and society and to do so in the most cost-effective manner possible.
- Must have good computer skills i.e. Microsoft word, Excel and powerpoint.

*A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.*

### **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested applicants for this position should submit the following:

- Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-0174) is available on website:  
[http://chennai.usconsulate.gov/job\\_opportunities.html](http://chennai.usconsulate.gov/job_opportunities.html) **or**
- A current resume or curriculum vitae that provides the same information found on the UAE (see **Appendix A**); **or**
- A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-0214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

American Consulate General  
Human Resources Office  
Attention: Management Officer  
220 Anna Salai  
Chennai 600 006

or

FAX: 2857 4455/ 2811 2020

or

E-mail: [chennai-vacancies@state.gov](mailto:chennai-vacancies@state.gov)

(Please insert "**CHE-PSAP-2012-11**" (Vacancy Announcement Number) in the subject line of the e-mail. Applications without the announcement number or with incorrect announcement number will not be considered).

**POINT OF CONTACT**

Vijaya Mahesh  
Human Resources Office  
Telephone: 2857-4000 / 2857-4115

## APPENDIX A

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date of Birth (mm-dd-yyyy) & Place of Birth (city, country)
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No; if Yes, Provide Number*)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (*Yes or No*)
- K. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

## DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service

Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **CLOSING DATE FOR THIS POSITION: November 5, 2012**

The U.S. Mission in Chennai provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: M: Joy Bhattacharyya

Cleared: PAS: David Gainer

Drafted: M/HR: Vijaya Mahesh